How to Enter a Problem on the Interdisciplinary Problems Flowsheet

1) Click on the **Flowsheets** tab. At the top of the flowsheet list you will see **.Interdisciplinary Problems**. This item is automatically displayed. The first time you use this for each patient it will only show an empty gray box as the header on the left side of the screen.

2) To enter a problem, right click in the gray box and select **Add Parameter**. This will open a list of 30 problem categories for you to choose from.

3) Click on the **+** next to the appropriate category name and select the **first** problem in the list.

Note: *The problem name will be repeated five times. ALWAYS pick the first item each time you add a problem for this category. If you pick the first and then the third item, the problem number on the flowsheet will be out of sequence.*

4) Click **Add** and **OK**.

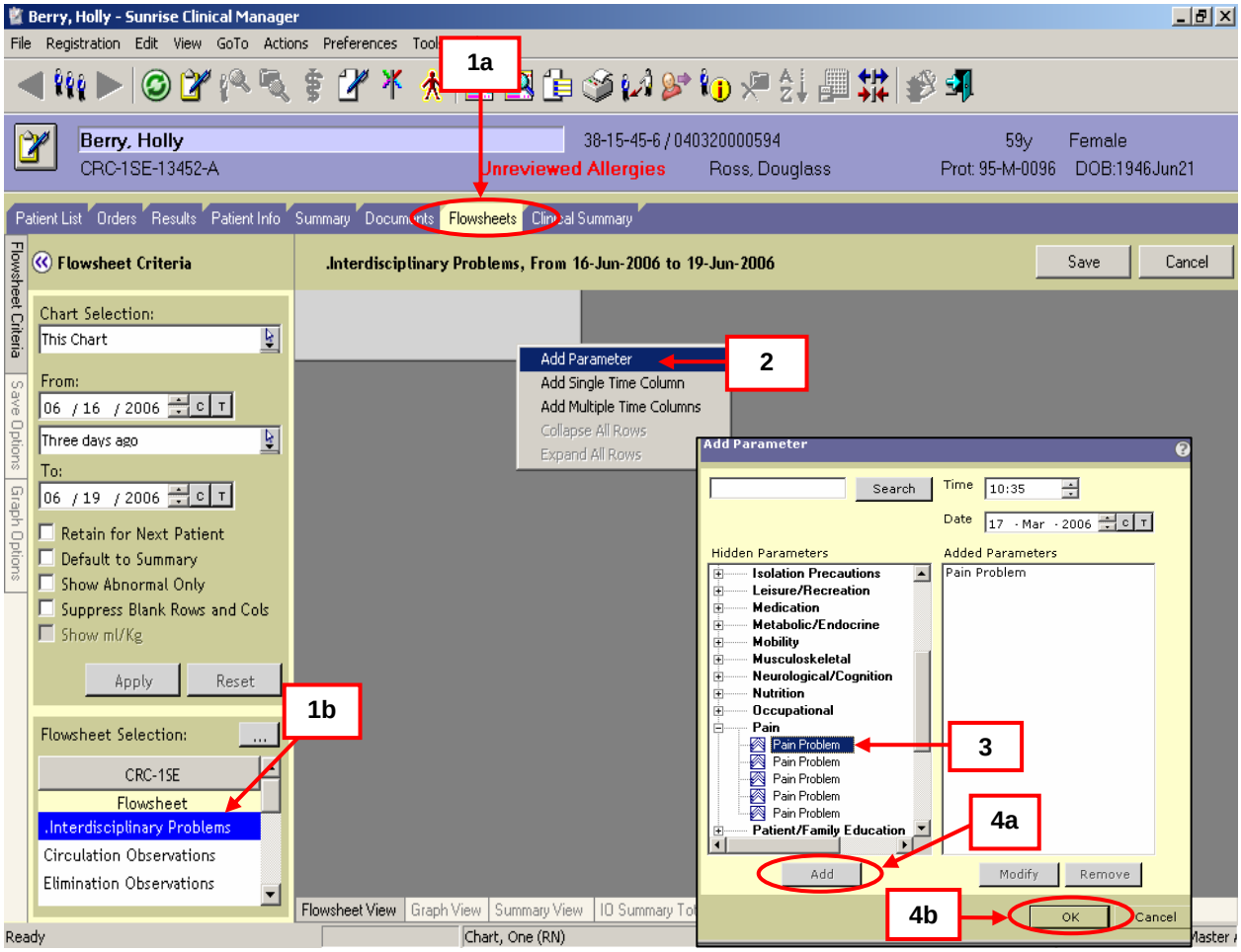

Figure 1: Add a Parameter

5) You will now have a place on your flowsheet to enter specifics about the patient problem that you identified. Expand the category to see the observations you need to enter by clicking on the **+** next to the category name.

6) Right click anywhere on the problem and select **Add Single Time Column**. If you are documenting this after you identified the problem, change to the correct time ***before*** you add the column. Click **OK** to add time column.

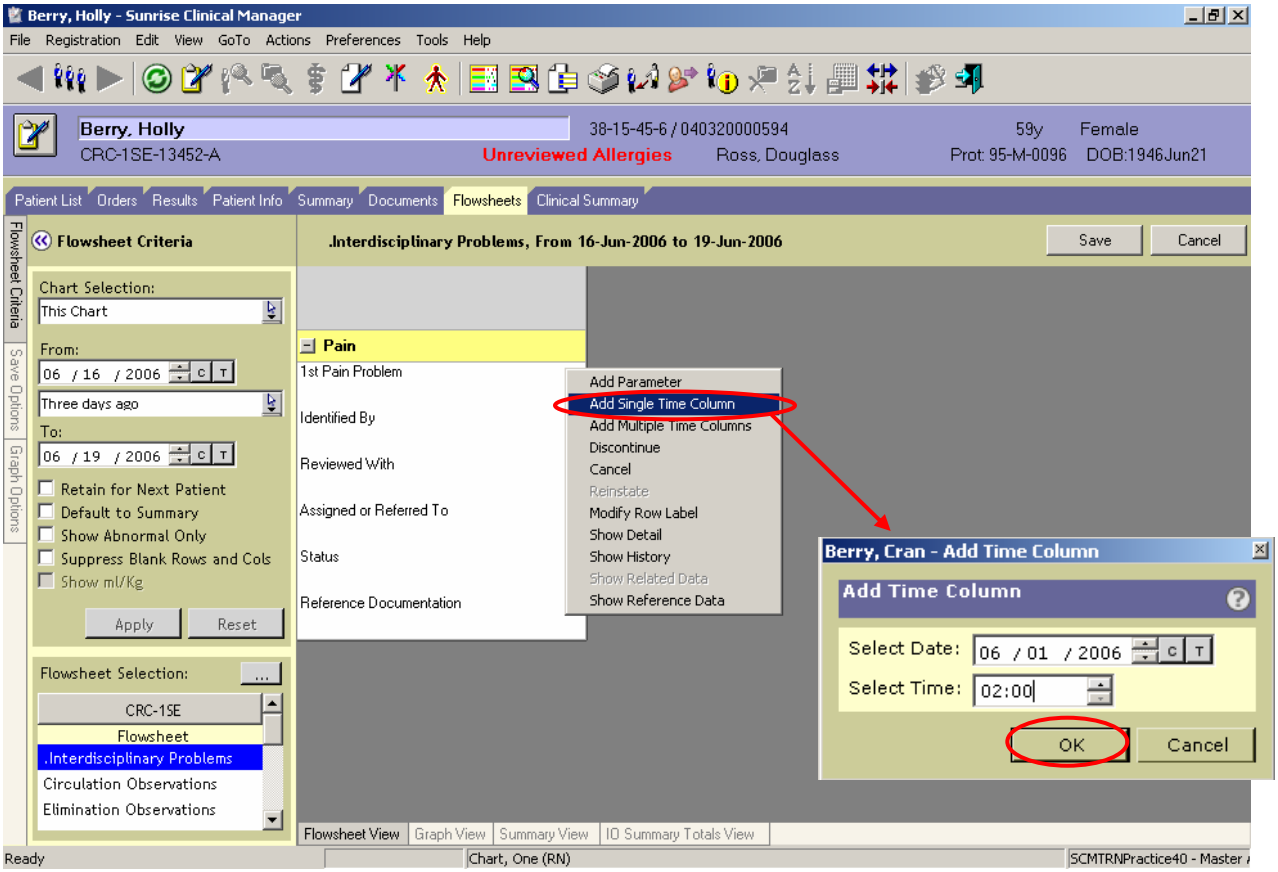

Figure 2: Add a Time Column

7) Complete each section by clicking on the time column box next to each observation name. ***For example***: If the first observation is 1st Pain Problem, click on the time column across from this item. A **Text Entry** box will appear for you to type in a more specific problem name such as post-op pain in abdomen or abdominal pain due to surgical incision. Write this in plain language, keep it short, and try not to use acronyms or abbreviations if possible.

8) Click **OK** to a close a **Text Entry** box.

Note:

- *Identified By, Reviewed With, and Assigned or Referred To observations all have multi-select lists with a type in box at the bottom if needed.*
- *Status has a single select list.*
- *Reference Documentation is a free text box where you can indicate other documentation associated with this problem.*

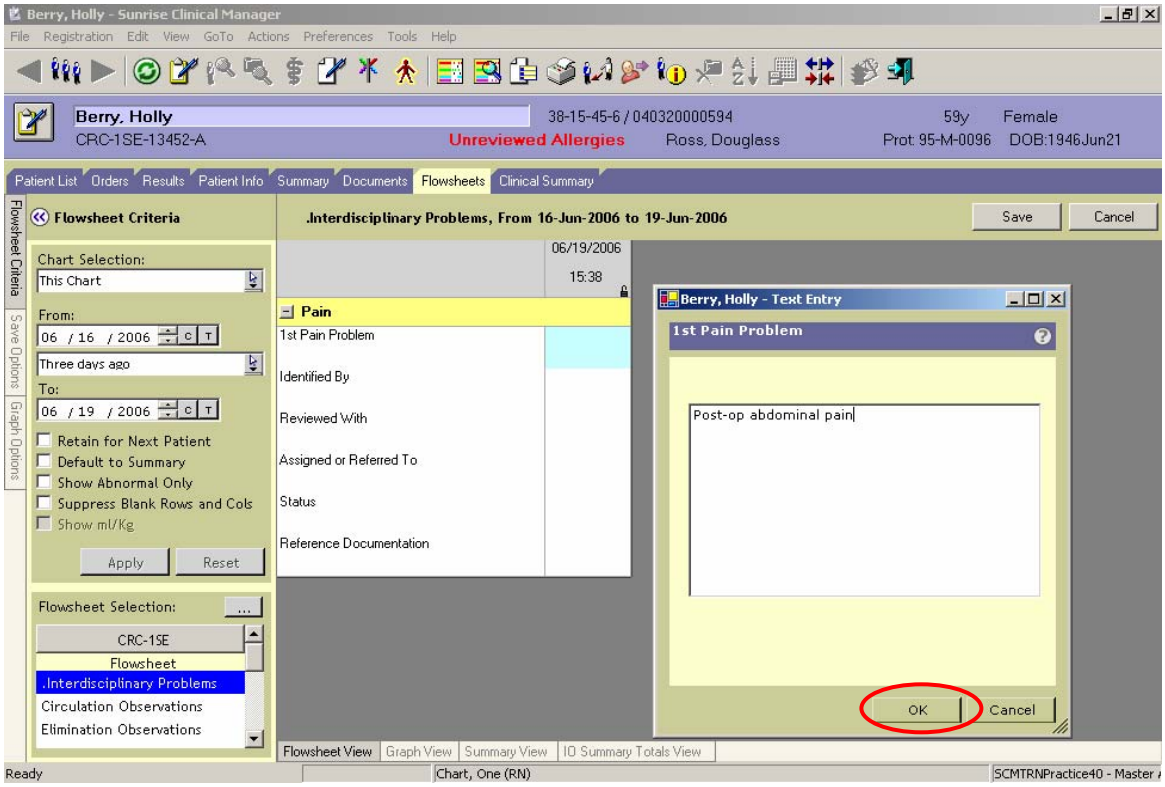

Figure 3: Enter the Problem Detail

9) If the entry box is a *multi-select* or *single select* list, click the blue check mark ✓ to enter options from a selection list. If you do not wish to enter anything from the list, click on the red **X** to close the selection list.

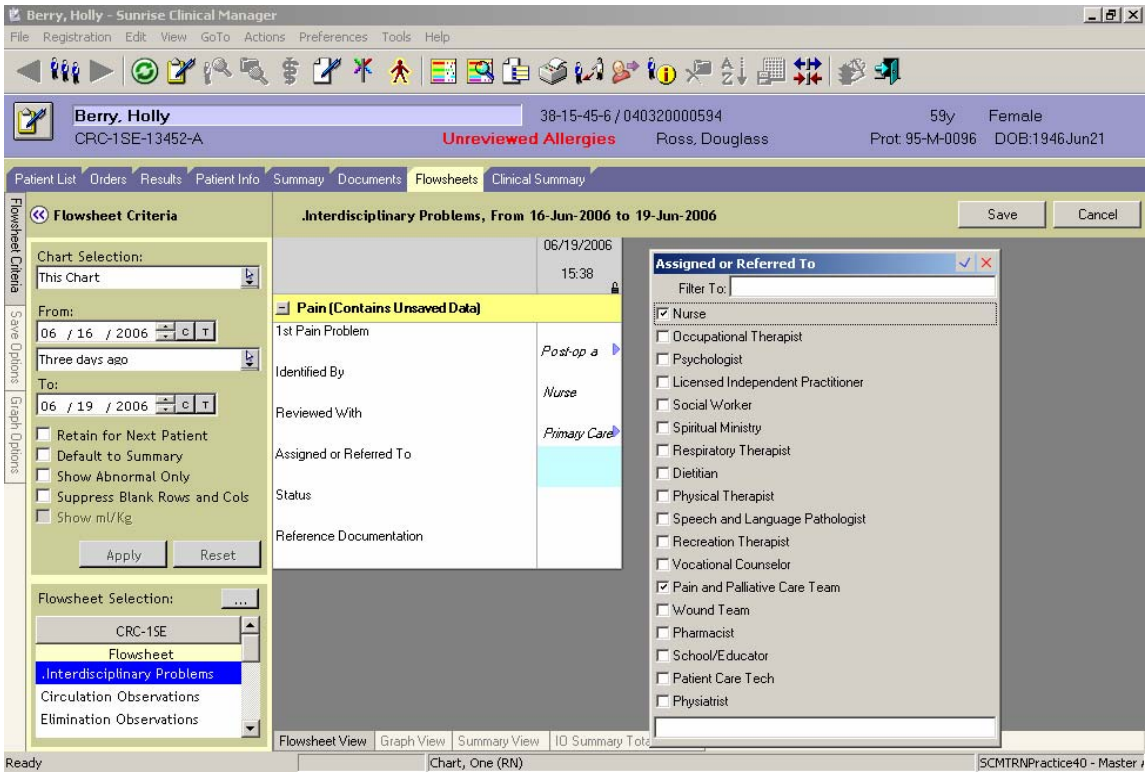

Figure 4: Multi-Select List

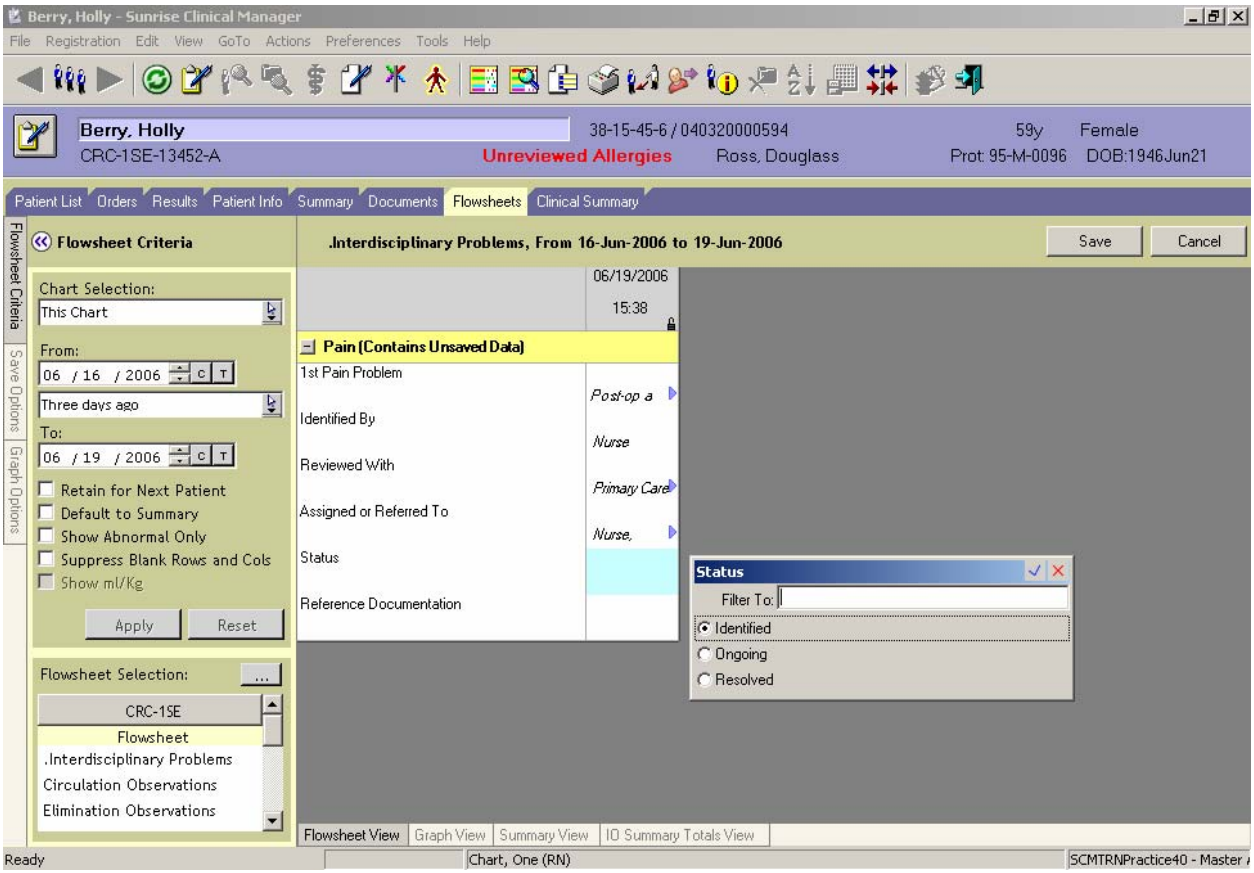

Figure 5: Single-Select List

10) The last step before saving is to modify the row label so that the specific problem name will always appear with the observation set.

How to Modify the Role Label

- Right click on the first observation row where the generic problem name appears.
- Select **Modify Row Label.**
- A Text Entry Dialog box will appear.
- Type in the specific problem name in the **Comment** field.

Note: *The name entered here should be the* ***same problem name*** *that was entered in the first time column for this observation.*

- Click **OK.**
- The specific problem name will appear under the problem category name.

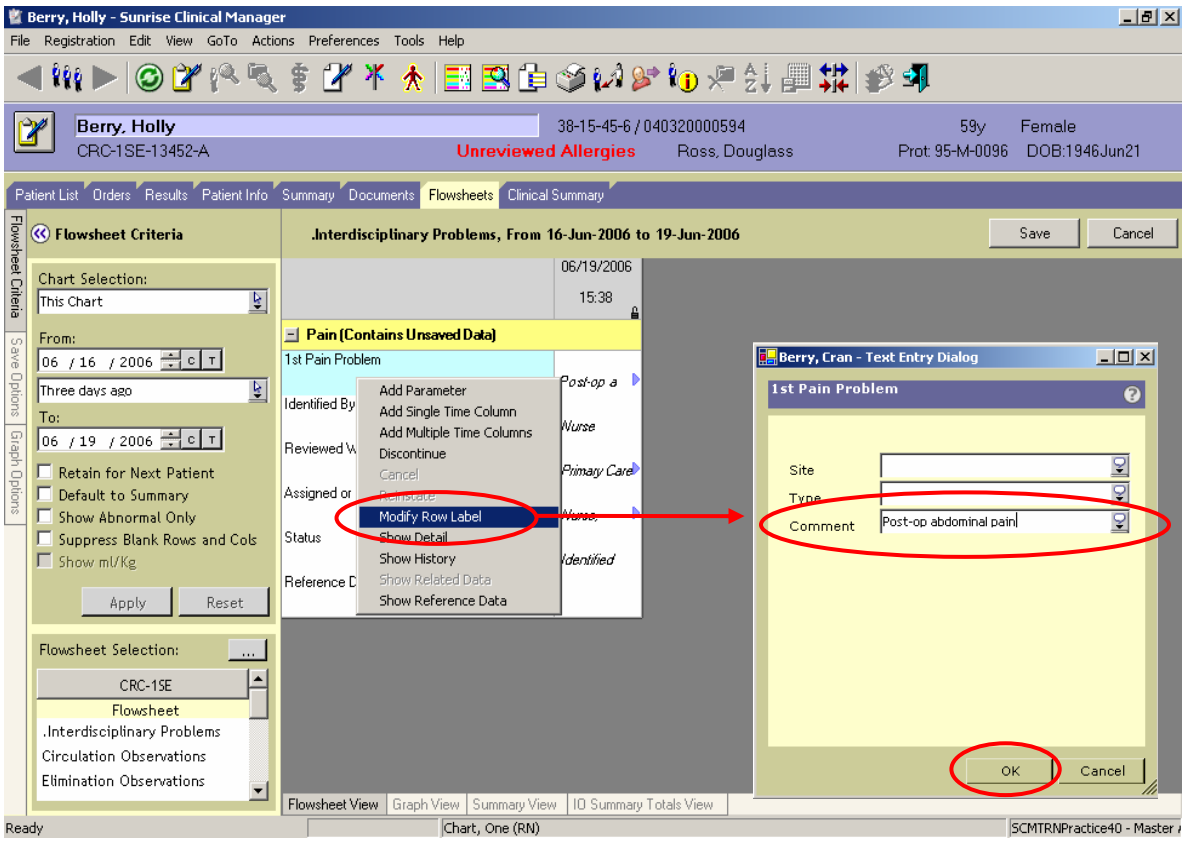

Figure 6: Modify Row Label

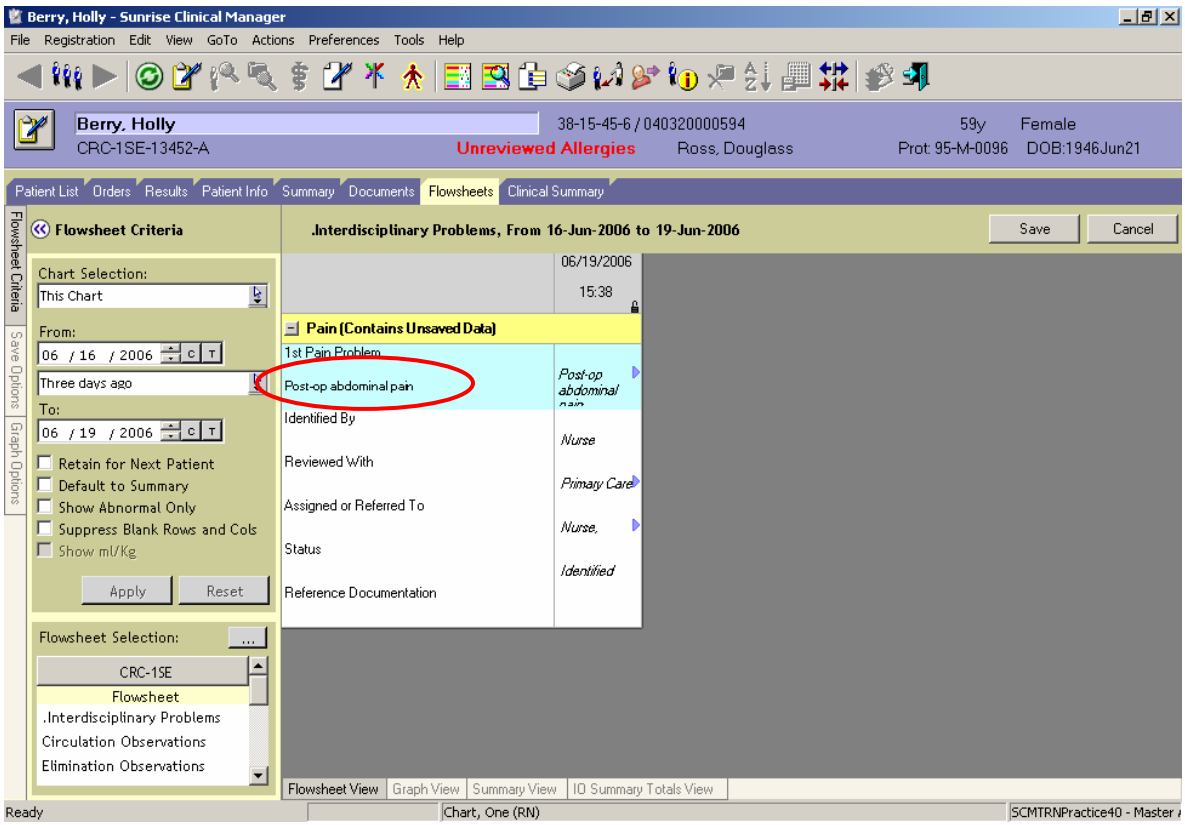

Figure 7: New Row Label

11) Once all observations are entered click on **SAVE**. To see information that the column cuts off, place the mouse cursor on the blue arrow (do not click, just hover) and the entire text will display.

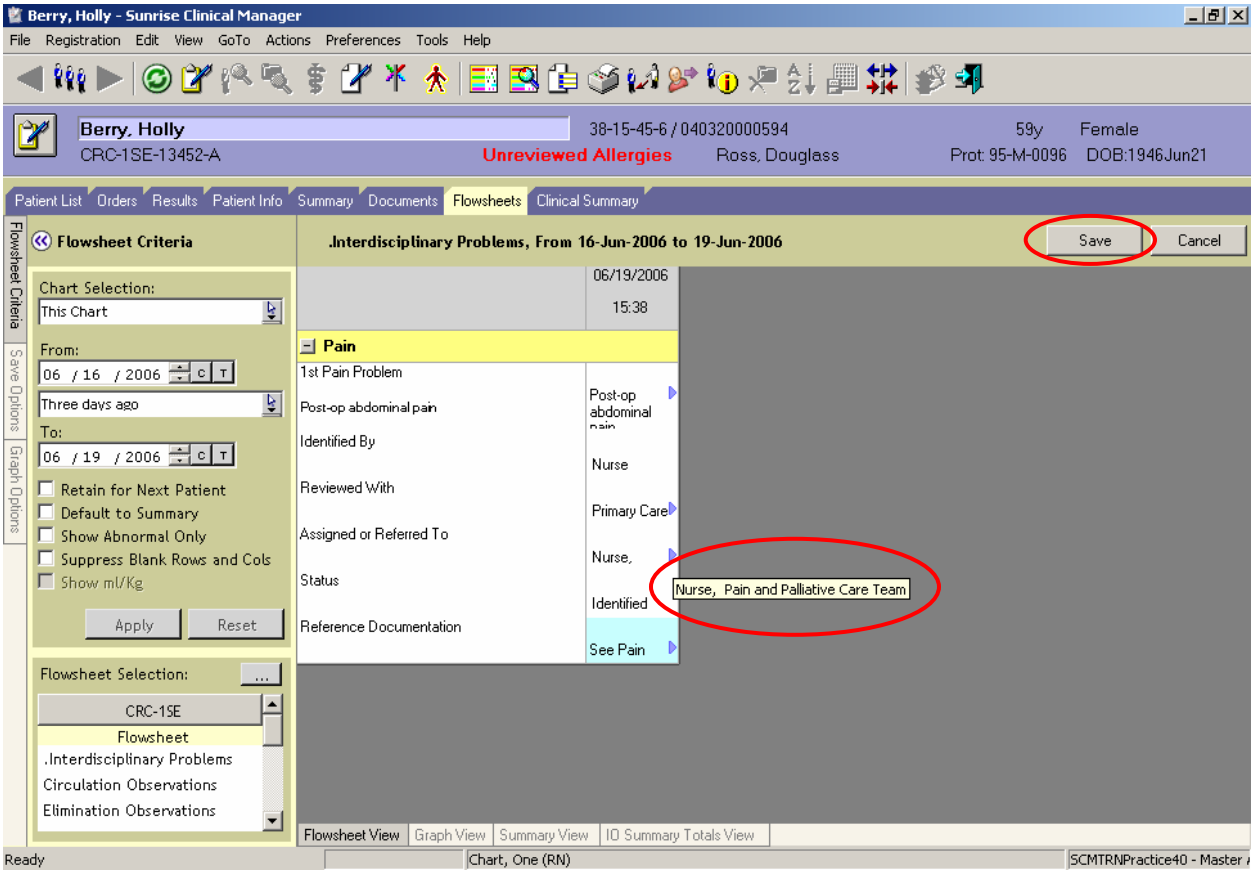

Figure 8: Save Flowsheet Entries

12) A list of the Interdisciplinary Problems can be viewed on the **Clinical Summary** tab by selecting the **Interdisciplinary Care View**.

Note: *The specific name you add to the Problem observation row in the first time column should stay the same for subsequent time columns. If you have a new problem name for that category always use the* ***Add Parameter*** *feature to add a second problem in that category.*

For example: You add Cardiovascular as a problem category and call the 1st Cardiovascular Problem hypertension. Then a second cardiovascular problem is identified as left leg edema, don't add a time column and enter this on the first problem category - as it will override your previous entry on the Interdisciplinary Care View - instead add a second problem from the Cardiovascular category and enter left leg edema.

How to Discontinue a Problem on the Interdisciplinary Problems Flowsheet

1. Click on the **Flowsheets** tab. At the top of the flowsheet list you will see **.Interdisciplinary Problems**. This item is automatically displayed.
2. Locate the problem you want to discontinue by clicking on the **+** to expand the category.
3. Discontinuing a problem is a two step process:

Step 1: Right click anywhere on the problem and select **Add Single Time Column**
Enter the problem name (again) in the first row (you must do this for the name to appear with the status change on the Clinical Summary tab)
Change the **Status** to **Resolved**
Click on **Save.**

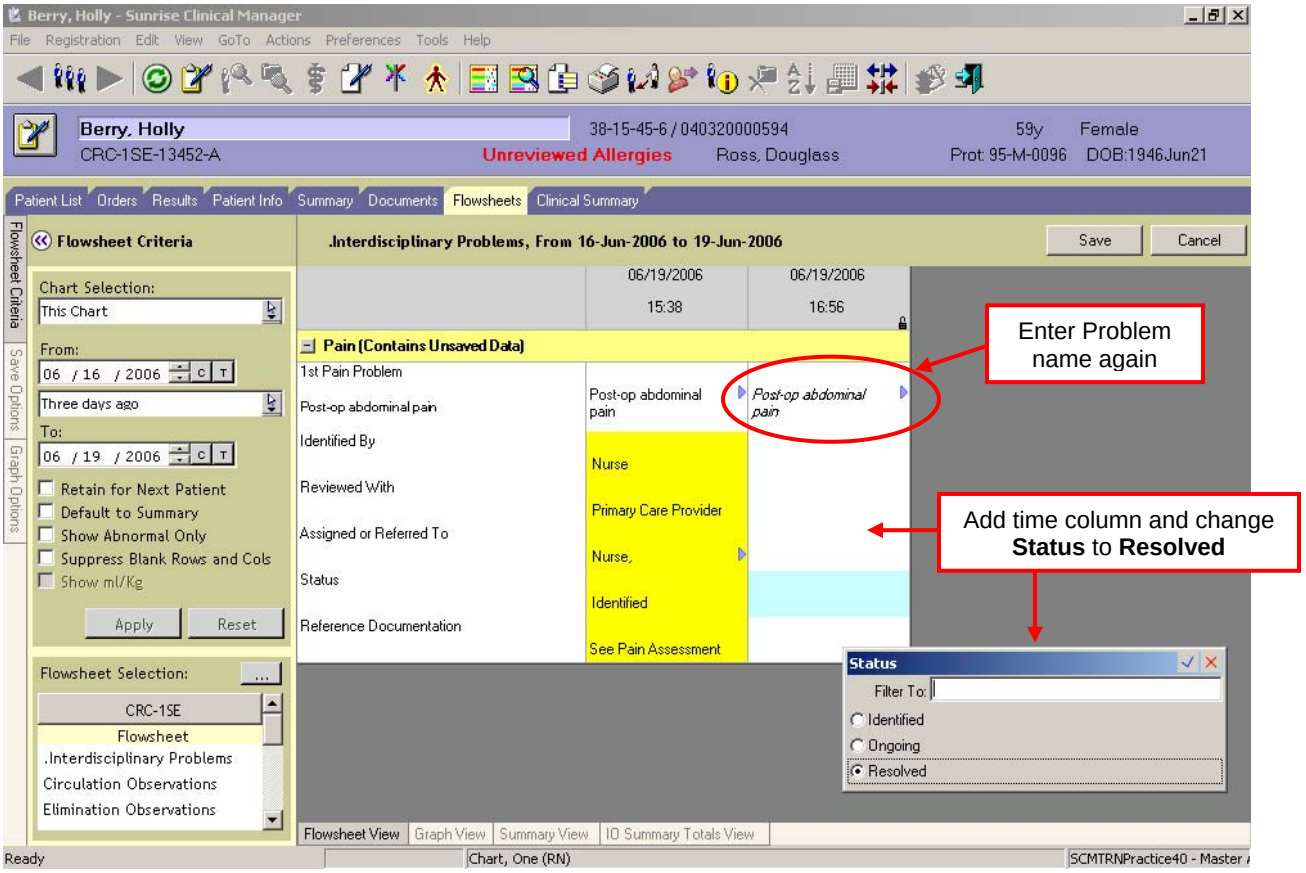

Figure 9: Status Change

Step 2: Right click on the problem and select **Discontinue.**
Enter the date and time this problem was discontinued.
Click on **OK**.
Click **Save.**

Note: *All the items under that problem category will turn gray. If future columns are added, users will not be able to add information in the column of discontinued items. The Status of* ***Resolve*** *will appear on the Clinical Summary Tab Interdisciplinary Care View.*

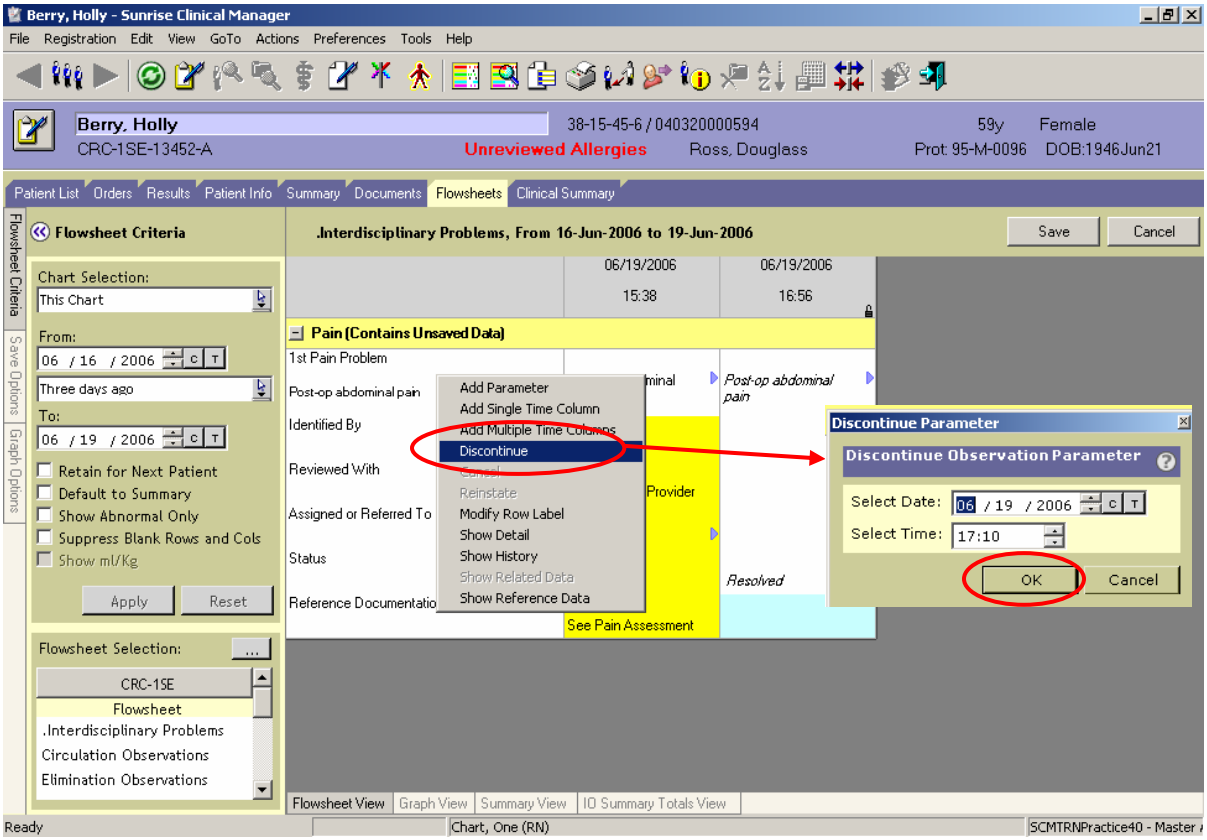

Figure 10: How to discontinue a problem

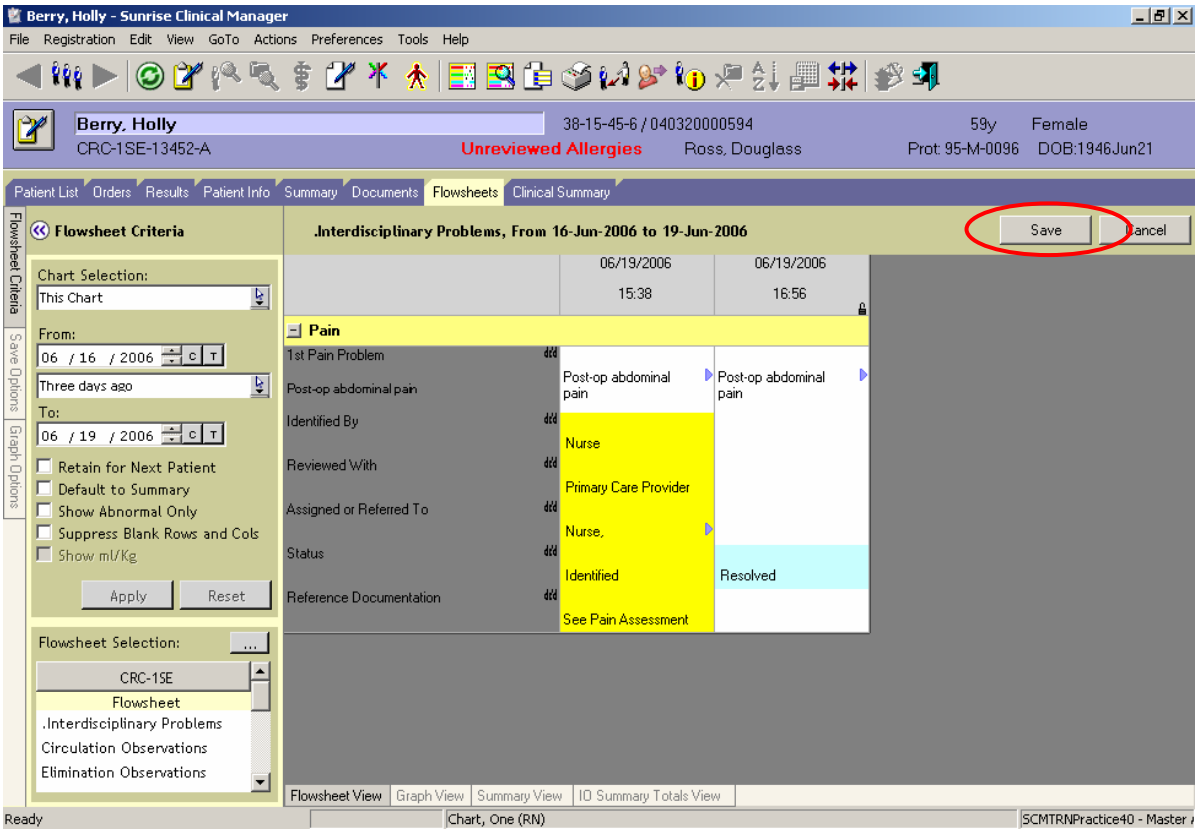

Figure 11: Discontinued Problem

How to Reinstate a Discontinued Problem on the Interdisciplinary Problems Flowsheet

If a patient problem has been resolved and discontinued but later becomes an active problem again, it can be reinstated.

To Reinstate a Problem:

1. Right click on the discontinued problem
2. Select **Reinstate**
3. Enter the date and time this problem was reinstated
4. Click **OK**
5. Click **Save**
6. The problem will no longer be grayed out. New time columns can be added to document on the problem.

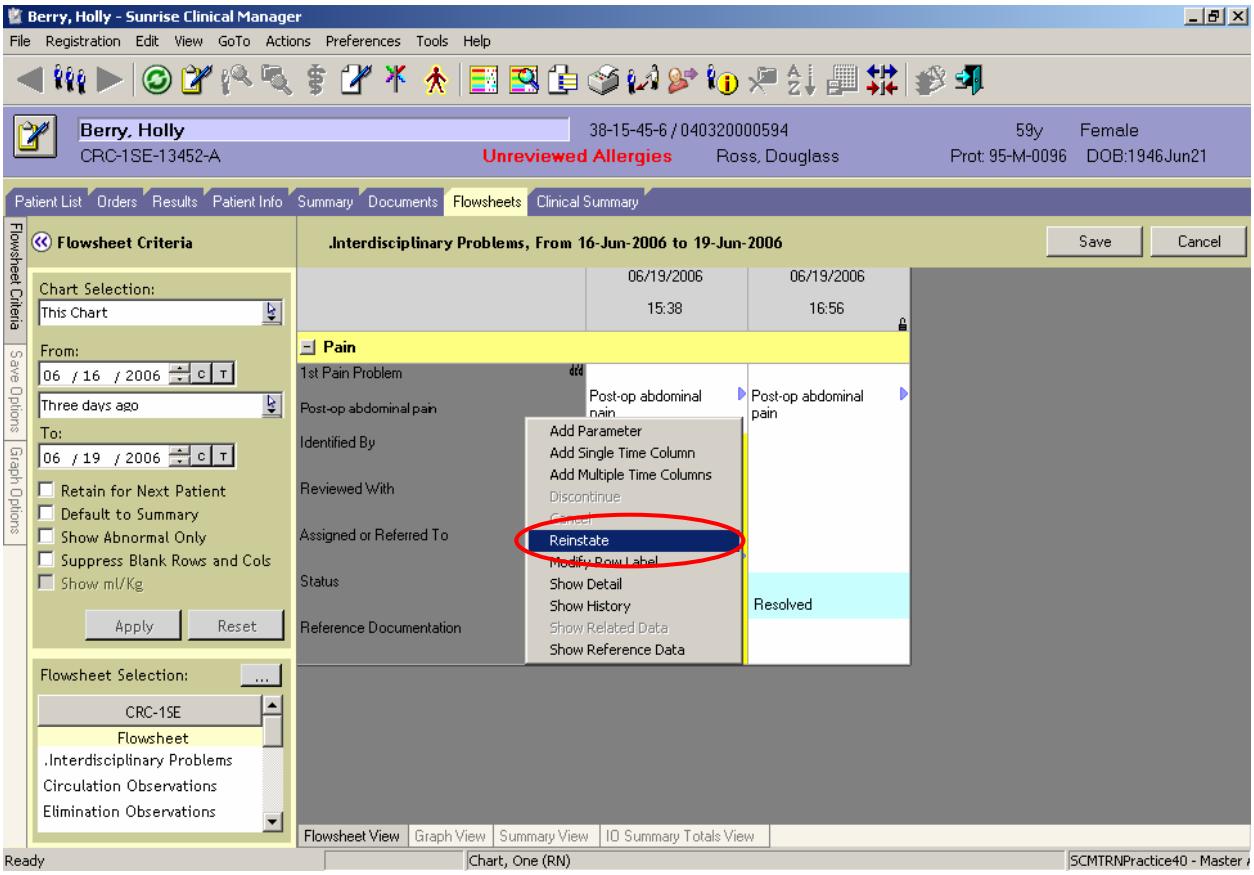

Figure 12: Reinstate Problem